



Manager's Report

for Council Meeting of July 25, 2006

BUSINESS LICENSES

Prostaff Consulting
Segovia Cleaning Services
Thomas J. Robl, P.C.
Handy works
Ursan Construction
Anne Mumey Solutions
Carabella, LLC.
Time Pieces of Virginia
Sense Abilities for Kids
Home Day Care
Lockheed Martin Services, Inc.
Comite Avanza Latino
Builder's Cleaning Services
A to Z Patio & Deck Design
Stribling Counseling Services, Inc.

HUMAN RESOURCES

New hires and terminations for the period of July 3 to July 17, 2006

New Hires

Antonio Conway
Elizabeth Post
Jennifer Brandt
John Beck

Position

Assistant Rec. Program Supervisor
Library Reference Specialist
Communication Technician
Utility Plant Operator Trainee

Department

Parks & Rec
Balch Library
Police
WPCF

Promotions

None

Transfers

None

Separations

None

PLANNING, ZONING & DEVELOPMENT**CURRENT PLANNING DIVISION**

PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JULY 4, 2006 – JULY 17, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Villages at Leesburg/Russell Branch Parkway East TLPF-2006-0006	Preliminary/Final Development Plan	1 st	Proposal to construct a portion of Russell Branch Parkway road improvements on the east side of proposed Crosstrail Boulevard related to the Villages at Leesburg.
Villages at Leesburg/Russell Branch Parkway West TLPF-2006-0007	Preliminary/Final Development Plan	1 st	Proposal to construct a portion of Russell Branch Parkway road improvements on the west side of Crosstrail Boulevard related to the Villages at Leesburg.
Leesburg Plaza Shopping Center, Outparcel A (500 block of East Market Street, NE) TLPF-2006-0001	Preliminary/Final Development Plan	2 nd	Proposal to construct a retail use on a pad site in the Leesburg Plaza Shopping Center parking lot.
Kincaid Forest, Section 3 (Townhouses) (the intersection of Battlefield Parkway and Kincaid Boulevard) TLPS-2005-0002	Preliminary Subdivision Plat	3 rd	Proposal to construct 38 single-family attached residential dwellings.
Lowenbach Subdivision, Lot 96 TLDW-2006-0002	No Adverse Impact Plan (Development Plan Waiver)	1 st	Proposal to construct a single family residential dwelling and related infrastructure on an existing lot of record.
Potomac Crossing, Section 10 (HOA Park with Gazebo) TLRD-2006-0002	Revision to Approved Construction Drawings	2 nd	Proposal to revise the landscaping and gazebo within an existing townhouse open space area.
Fort Evans Plaza II Battlefield Parkway Extension (400-500 block of Fort Evans Road) TLPF-2005-0016	Preliminary/Final Development Plan	2 nd	Proposal to construct a section of Battlefield Parkway on the north side of Fort Evans Road in conjunction with the construction of 298,441 square feet of retail/office uses.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JULY 4, 2006 – JULY 17, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Lowenbach Subdivision, Lot 96 TLDW-2006-0002	No Adverse Impact Plan (Development Plan Waiver)	1 st	Proposal to construct a single-family residential dwelling and related infrastructure on an existing lot of record.
Potomac Crossing, Section 10 (HOA Park with Gazebo) TLRD-2006-0002	Revision to Approved Construction Drawings	2 nd	Proposal to revise the landscaping and gazebo within an existing townhouse open space area.
Leesburg Plaza Shopping Center, Outparcel B (500 block of East Market Street, NE) TLPF-2006-0004	Preliminary/Final Development Plan	2 nd	Proposal to construct a retail use on a pad site in the Leesburg Plaza Shopping Center parking lot.
Oaklawn Townhouses, Section 1 TLFS-2006-0001	Final Subdivision Plat		Proposal to subdivide a tract into 86 lots in order to construct 86 townhouses and related infrastructure.
Phillip A. Bolen Memorial Park			Proposal to extend public water and sanitary sewer services to site for development.

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

6 SFA – Potomac Station

2 SFD - Stowers

Occupancy Permits Issued Commercial

None

WATER & SEWER ADMINISTRATION

During this time frame there were:

- No Public Facility Permits were issued.
- No work orders issued for meter sets.
- 3 requests for occupancy inspection were issued.

Capital Projects Update

- Five plans, two right-of-way permits and two requests for water and sewer system computer modeling were received and processed.
- The miscellaneous water system improvements project is nearing completion at the Carnaby Square subdivision off of Edwards Ferry Road.
- The contract design for Lower Sycolin Sewer System has been placed on hold at the request of Town Council pending the resolution of rezoning of Crosstrail project.

Routine Items Include:

- Turn on's and off's
- Water meter readings
- Complaint investigations
- Marking of water and sewer lines for contractors and citizens
- Bush hogging
- Sanitary Sewer Cleaning in NE and SW3
- Routine inspections of sanitary sewer laterals and sewer mains
- Assisted the Water Plant in flushing the Riverside Parkway Inter-Connector
- Assisted the Street Department in cleaning a storm drain on Cardinal Park Drive

Summary Programs

- Staff responded to 457 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of July 14, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Capital Projects	1	Senior Engineer	7/1/06	√	√				
	1	Engineer	7/1/06	√	√				
Town Attorney	1	Deputy Town Atty.	7/13/06	√					
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√	√	√		
Human Resources	1	HR Director Readvertised	6/30/05	√	√				
Parks & Recreation	1	Custodian Readvertised	4/21/06	√	√				
	2	Asst. Recreation Program Supvr./Community Outreach Program	7/1/06 * 1 new position	√	√	√	√	√	1 accep'd 1 to be reinter-viewed
	1	Groundskeeper II	6/5/06	√	√	√	√		
	1	Aquatics Supervisor	6/26/06	√	√				
	1	Asst. Aquatics Supervisor	7/10/06	√ Internal Recruit.					
Planning & Zoning	1	Sr. Planner	3/28/06	√	√	√	√		
	1	Urban Forester Readvertised	3/14/06	√	√				
Police	4	Police Officer I	4/7/05	√					
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√ Offer Rejected	
	1	Communications Tech Readvertised	5/21/06	√					
Utilities	1	Sr. Utility Plant Operator OR Utility Plant Operator OR Utility Plant Operator Trainee	5/1/06	√					
Total	20								

John Wells
Town Manager